

## PROCESS FOR OBTAINING EMS TRAINING COURSE APPROVAL



Obtain the most current training forms from our website located at <http://www.doh.wa.gov/hsqa/emstrauma/> or contact the Education, Training and Regional Support Section at (360) 236-2840 to obtain a packet. Packets include the Process for Obtaining Training Course Approval, Training Course Application, Course Schedules (except Paramedic) and EMS Course Completion Verification.



Complete the Training Course Application form in its entirety ([DOH form 530-014](#)). Attach the **appropriate** Course Schedule: (First Responder: [DOH form 530-013](#), EMT-Basic: [DOH form 530-019](#), EMT-Intermediate: [ILS Course Schedule](#), Paramedic: Training agency must develop and include a course schedule based on the curriculum lessons). **Course schedules are required for approval.**



Obtain all necessary signatures. Signatures of the County Medical Program Director, as well as the local EMS Council Chair, are required for all initial courses.



Mail application at least **TWO WEEKS** before course begins to:  
Office of Emergency Medical Services and Trauma System  
ETRS Section  
P.O. Box 47853  
Olympia, Washington 98504-7853



This office will notify you in writing of course approval and will assign a course number, which should be used on all correspondence regarding this particular course. The course number will also be required for the State written certification examination. If your application is disapproved, you will be notified of the reasons for disapproval.



When the course is completed (when all didactic lectures, practical skills labs, hospital observation/clinical rotations/field internships, and course final practical skills examinations are completed), the EMS Course Completion Verification form ([DOH form 530-008](#)) must be completed (with appropriate signatures) and submitted to the ETRS Section.



Still have questions? Call the Education, Training & Regional Support Section at (360) 236-2840.